INSTRUCTIONS FOR COMPLETING
CITY OF TEMPE HUMAN SERVICE
APPLICATION FORMS WITHIN E-CFUND

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Application Due Date
Applications are due **no later than Noon on Monday, October 29, 2007** within the online e-Cfund system.
<u>Late proposals will not be considered</u>.

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Form 1: Application Summary
This form should be "auto-filled" within e-Cfund, but please take a minute and double-check the information that is listed. Please make sure that the information listed under "Contact Person" is readily available for questions and notices from the City of Tempe and the Tempe Community Council (TCC).

The Executive Director / CEO must electronically "sign" this form. This "signature" is considered legally binding.

Form 2: Background Information
Answer the questions listed about the agency. If explanations are requested, please use the space provided.

Form 3: List of Assurances
For each item, the Chief Administrative Officer must check off each assurance and then enter his or her name.

Form 4: Board of Directors Information
Answer the questions below.

Form 5: Agency Budget
The purpose of this form is to give an overview of the total agency budget to the relationship of the proposed service(s). We ask that the agency list both their CURRENT operations budget for FY 2007/2008 and their PROPOSED operations budget for FY 2008/2009. The current and proposed agency budgets must include **all projected revenue** by revenue source and **all projected expenditures** by budget category for **all programs** within the agency for the budget year for which funding is being requested.

NOTE: We ask that the agency detail its revenue and projected revenue (future requests) from **all** cities that support the agency.

Form 6: Agency Budget Narrative
This form is an optional form that provides the agency the opportunity to explain any aspect of the Agency Budget form.

Form 7: Program Summary FY 2008/2009 Application
NOTE: Your agency will need to fill out Forms 7 – 12 for EACH program they want to be considered for City of Tempe Human Service funding. Your preferred program(s) should be pre-loaded within e-Cfund. If they are not, please contact Jayson Matthews with Tempe Community Council, 480-858-2302 or jayson_matthews@tempe.gov and he will walk you through the process of selecting the correct program(s).

Form 7 is the "heart" of the application. Within this form, your agency will be asked to provide information that explains your program. Please make sure to be clear, concise, and answer the questions.

Form 8: Program Budget

This form is structured the same way as Form 5, with one exception, it asks for a breakdown of the City of Tempe request (the same amount listed on Form 7). Please note that within column D (the "Tempe Portion of Budget 2008/2009"); the agency only needs to fill out Revenue Line 1 and Expense Lines 14 through 22.

Form 9: Program Budget Narrative
This form is structured exactly like Form 6.

Form 10: Tempe Request Explanation FY 2008/2009
This form asks the agency to provide more detail on how City of Tempe Human Service funds will be spent in FY 2008/2009. Consider this a dedicated "narrative" form for your agency's request. Please note, the amounts listed on this form should match those listed on Form 8 under the "Tempe Portion of Budget 2008/2009."

Form 11: Client Profile
This form should list the clients served in FY 2006/2007 and estimates of clients to be served in FY 2007/2008 and FY 2008/2009. The % Total column is to be applied to FY 2007/2008 figures.

NOTE: The "Gender", "Ethnic Background", "Age", and "Family Income Level" only apply to the TEMPE numbers.

Form 12: Client Profile Narrative
This last form is here to provide agencies the opportunity to explain or highlight anything that was provided on Form 11.

Compliance Documents
NOTE: The agency's application is not complete until the application is submitted AND all compliance documents are up-loaded into e-Cfund.

In many cases, your current compliance document will be up-loaded into e-Cfund due to other applications. There is no need to "re-load" the same compliance information.

TIP: If possible, when saving your PDF documents, please label them with your agency's name and year. This makes it easier for volunteers to quickly find and read your compliance documents.

How to Submit the Application
After your agency has finished your application, the grant administrator must SAVE and VERIFY each of the twelve (12) forms within e-Cfund. This will show as "COMPLETED" under the main application page and then "open" the "Submit Application" link.

If there are any questions on completing this application, please contact Jayson Matthews at the Tempe Community Council, (480) 858-2302 or jayson_matthews@tempe.gov.